

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF ILLINOIS  
CAREER OPPORTUNITY**

**Position: CASE ANALYST**

**Location: East St. Louis, Illinois**

**Starting Salary Range: \$27,403 - \$30,358 (CL23 - CL24) Depending on qualifications  
This position has promotion potential to CL25 without further competition**

**Closing Date: Open until filled**

**Job Announcement Number: 05-03**

**Position Overview**

The Case Analyst manages the progression of bankruptcy cases and related adversary proceeding cases by maintaining official case records, monitoring the completion of required procedural steps, and performing necessary noticing, administrative, and clerical tasks. Representative duties include the following: reviews/identifies/researches/ensures the accuracy, timeliness, and quality of data entered into the Case Management/Electronic Case Filing (CM/ECF) database; prepares/analyzes/ensures the accuracy of various case management reports; scans and converts paper documents into image files; reviews and ensures the accuracy of entries on the docket of various documents and proceedings; ensures entries are appropriately linked and the image matches the docketed event; manages cases to ensure timely progression; assists customers and electronic case filing inquiries; audits cases for closing and checks the docket to ensure all necessary documents are entered and deadlines are met, tabulates fees as necessary, and generates the closing order; prepares notification of deficiencies regarding documents; processes orders in a timely manner; addresses inquiries regarding case information; generates notices related to bankruptcy case events; manages and maintains bankruptcy case records. Makes record of court proceedings on tape recording equipment, creates detailed logs of proceedings, receives and processes tape duplication and transcript production orders, catalogs tapes and logs and maintains their proper storage, and performs other duties as assigned.

**Qualification Requirements**

A minimum of two years specialized experience, including at least one year equivalent to work at CL-23 is required. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Good verbal and written communication skills; excellent customer service skills. A bachelor's degree from an accredited college or university, and experience in bankruptcy or a closely related field are preferred. Must be willing to fully participate in a team environment. Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation.

**Organizational Relationships**

Case Analysts are members of work teams. The team members report to the supervisor or operations manager.

**Benefits**

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees. These benefits include:

- 13 days paid vacation per year (first three years)
- 20 days paid vacation per year (after three years)
- 26 days paid vacation per year (after fifteen years)
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical/ expenses)
- Federal Employees Retirement System (FERS)

**Information for Applicants**

Submit a cover letter, resume, and application to: Clerk, U.S. Bankruptcy Court

Attn: Personnel

750 Missouri Avenue

East St. Louis, IL 62201

or send electronically to: [personnel@ilsb.uscourts.gov](mailto:personnel@ilsb.uscourts.gov)

An application may be retrieved from the Court's website at: [www.ilsb.uscourts.gov/jobs.shtm](http://www.ilsb.uscourts.gov/jobs.shtm)

Applicant must be a United States citizen or meet federal requirements to be eligible to work in the United States. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. The Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate to those individuals who will be tested or interviewed. If you are not notified, another candidate within the recruitment having more experience or higher qualifications was selected. Only qualified applicants will be considered. After the position has been filled, applications and resumes of qualified applicants will remain on file for a period of six months.

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY**

**EMPLOYER**

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER  
PARTICIPATION FOR PAYMENT OF NET PAY**